

## Frequently Asked Questions - City Council

**300 W. Cotton St.** | [Click here for map](#) [1]

[City Council - Meetings/Agendas/Districts](#) [2]

### **Q. How can I find out what City Council district I am in?**

**A.** To find out which district you are located in, please call the City Secretary's office at 903-237-1080. They will need to know your home address to determine which district you live in.

### **Q. How can I contact the Mayor or City Council members?**

**A.** The phone number to contact the Mayor or City Council members is 903-237-1021. If you would like to send an invitation to the Mayor or City Council members, please send it to the City's post office box, P.O. Box 1952, Longview, Texas, 75606. Email the City Council or the Mayor with our [Contact Manager](#) [3].

### **Q. When are City Council meetings held?**

**A.** City Council meetings are normally held on the 2nd and 4th Thursday of the month at 5:30 p.m. in the City Hall Council Chamber, 300 W. Cotton St., unless otherwise posted.

### **Q. Where can I get a copy of the City Council Agenda?**

**A.** The City Secretary's Office prepares the agenda. To obtain a copy of the most recent City Council agenda, go to the City Government portion of this website, click on City Council Agendas, and then click on the year of agendas you need.

### **Q. Where are the City Council offices located?**

**A.** The Mayor and Council members do not have offices at City Hall. Information may be forwarded to Council members through the City Manager's Office located at 300 W. Cotton St.

### **Q. I would like to talk to the City Council at the next Council meeting. How do I go about doing that?**

**A.** Once you arrive at City Hall for the Council meeting, you will fill out a speaker card located at the front of the Council Chamber. The Mayor will call on you to speak during the Citizen Comment portion of the agenda. If you are speaking about an item on that meeting's agenda, you will be given six minutes to speak. If your comment is about an item not on that meeting's agenda, you will be given three minutes to speak. You will be timed at the meeting.

### **Q. Would the Mayor read something in honor of my organization or a special person?**

**A.** The Mayor's Office will prepare a Proclamation in honor of organizations or people. If you would like a Mayor's Proclamation prepared, please contact the Mayor's Office at 903.237.1021. You can also e-mail the Mayor with our [Contact Manager](#) [4]. [\\_](#) [5]

### **Q. Would the Mayor or City Council member be able to attend my event?**

**A.** The City Manager's Office schedules events for the Mayor and City Council members. To find out if someone will be able to attend your event, contact the City Manager's Office at 903.237.1021. You can also e-mail City Council Members with our [Contact Manager](#) [6].

### **Q. What is the Council-Manager plan?**

**A.** The City of Longview operates under the Council-Manager plan. This is a system of local government that combines the political leadership of elected officials in the form of a Council with the

strong managerial experience of an appointed City Manager to oversee the delivery of public services.

**Q. What is the Council's function?**

**A.** The Council is the legislative body; its members are the community's decision makers. It approves the budget and determines the tax rate. It also focuses on the community's goals, major projects and such long-term considerations as community growth, land use development, capital improvement plans, capital financing and strategic planning, rather than the administrative details.

**Q. Where does the Mayor fit in?**

**A.** The Mayor presides at council meetings, serves as spokesperson for the community and facilitates communication and understanding between elected and appointed officials. The Mayor also assists the council in setting goals and in advocating policy decisions, and serves as a key representative in intergovernmental relations. The Mayor, Council, and Manager constitute a policy development and management team.

**Q. How can citizens participate in our city government?**

**A.** Unlimited citizen participation is encouraged by whatever means the citizens decide to use, including serving on advisory boards/commissions, attending council meetings, participating in hearings, or serving on the council.

For more information call: 903-237-1021

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**Source URL:** <http://administration.longviewtexas.gov/city-council-faq>

**Links:**

- [1] [http://maps.google.com/maps?f=q&source=s\\_q&hl=en&geocode=&q=300+W+cotton+st.+75601&sll=37.0625,-95.677068&sspn=30.185946,59.501953&ie=UTF8&hq=&hnear=300+W+Cotton+St,+Longview,+Gregg,+Texas+75601&ll=32.495447,-94.746373&spn=0.007836,0.022702&z=16](http://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=300+W+cotton+st.+75601&sll=37.0625,-95.677068&sspn=30.185946,59.501953&ie=UTF8&hq=&hnear=300+W+Cotton+St,+Longview,+Gregg,+Texas+75601&ll=32.495447,-94.746373&spn=0.007836,0.022702&z=16)
- [2] <http://administration.longviewtexas.gov/service/city-council-meetingsagendasdistricts>
- [3] <http://longviewtexas.gov/contact>
- [4] <http://longviewtexas.gov/services-contact#Mayor@LongviewTexas.gov>
- [5] <mailto:mayor@longviewtexas.gov>
- [6] <http://longviewtexas.gov/services-contact#CityCouncil@LongviewTexas.gov>
- [7] <http://administration.longviewtexas.gov/services-contact#CityCouncil@LongviewTexas.gov>